

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Senior Community Safety Officer
Service Area / Team	Regulatory & Community Services / Community Safety
Reports to	Environmental Protection & Community Safety Manager
Grade	Grade G
Politically Restricted Post	No
DBS Requirement	Enhanced plus NVVP Level 2 vetted for Police

JOB PURPOSE
<ul style="list-style-type: none"> • To lead, coordinate and deliver the Folkestone & Hythe Community Safety Partnership Plan, working to statutory guidelines and with community partners to create, deliver and implement key safety, prevention and awareness projects. • As the Senior Officer, you will lead and respond to cases of high risk and vulnerability. You will manage, train, and support the CSU team to enable upskilling and delegation within the team. You will help identify areas that the involvement of the public, businesses and community groups can look after their local areas, so they become self-sustaining, building better support within communities. • Promote key areas of the community safety agenda internally at Folkestone & Hythe District Council, which include Prevent, Modern Day Slavery, Cuckooing and Domestic Abuse. Manage, apply for and utilise funding and partnership opportunities to full effect. • To work closely with and develop partnerships with key stakeholders, volunteer sectors and community groups. • To maximise enforcement opportunities and identify new innovative approaches to community issues whilst delivering constant improvements across the service provision.

- To assess data and legislation, understand and scrutinise the information, prepare reports for senior management, councillors, stakeholders, partners and the wider community, by presenting the information with clarity and structure in both verbal and written formats.

MAIN DUTIES AND RESPONSIBILITIES

- The post-holder reports to the Community Safety and Environmental Protection Manager and will supervise and direct the work of the Community Safety Officers, and is expected to assist in understanding service requirements, community engagement and problem-solving
- To lead the Community Safety Unit team including contributing to the design and delivery of relevant service objectives.
- To manage budgets as required including responsibility for internal and external budget monitoring e.g. Police and Crime Commissioner funding.
- To carry out staff 1-1s, Performance Development Reviews and team meetings to ensure effective staff management of team and direct reports.
- To ensure performance indicators as set out in the service objectives are met and reported on in a timely fashion.
- To lead the production of relevant community partnership strategies and action plans.
- To complete and review an annual community safety strategic assessment and partnership plan.
- Work with the range of appropriate statutory agencies to deliver priorities in line with the FHDC CSP plan and work with the broader range of agencies that have an immediate link with the community safety and enforcement agenda.
- To support the delivery and evaluation of key work within the community safety partnership within the context of the national standards for community safety and subsequent guidance. Work towards evidencing adherence to the national standards for anti-social behaviour providing solutions and actions to achieve effective practice in key areas.
- To work with the Kent Community Safety Partnership, the Police and Crime Commissioners' Office and the Kent Community Safety Managers Group on strategic policy issues.
- To ensure subgroups of the Folkestone and Hythe Community Safety Partnership are guided to meet the aims of the upper-level Community Safety Partnership.

<ul style="list-style-type: none"> • Chair key Community Safety Partnership forums, Case Reviews, Partnership meetings, set actions and hold staff and partners accountable.
<ul style="list-style-type: none"> • To develop effective working relationships between the council, residents' groups and community organisations in order to identify and resolve the needs and priorities of local communities by empowering or providing opportunities to develop skills and knowledge.
<ul style="list-style-type: none"> • To organise your own, and supervise allocated officers' workloads, time-management and performance effectively, ensuring appropriate level of service cover to meet service requirements.
<ul style="list-style-type: none"> • To lead the Council's operational work/project delivery arising from community partnerships with the public, private, voluntary and community sectors.
<ul style="list-style-type: none"> • To provide a specialist safeguarding function to support external partnership requirements (e.g. Child Sexual Exploitation, radicalisation etc).
<ul style="list-style-type: none"> • To support the Senior Environmental Protection Officer with corporate safeguarding duties and operate as a Designated Safeguarding Officer if required.
<ul style="list-style-type: none"> • Identify and implement legal and other interventions including via the Enforcement team to support community safety activity in tackling prolific offending and anti-social individuals
<ul style="list-style-type: none"> • Carry out community engagement on relevant issues including attendance at community-based meetings.
<ul style="list-style-type: none"> • To lead on the district duty for PREVENT (anti-terrorism radicalisation strand). This includes attendance at referral panels and dealing with highly sensitive information.
<ul style="list-style-type: none"> • To support the ongoing development of the community asset database and ensure launch of final product and transfer to the community to lead on it.
<ul style="list-style-type: none"> • Ensure delivery of community projects across the district, such as Community Clear Up, in partnership with volunteers and resident groups etc.
<ul style="list-style-type: none"> • To innovate, build confidence, inspire partners and raise awareness of community safety issues.
<ul style="list-style-type: none"> • To ensure safe subgroup of Community Safety Partnership is functioning and meeting the requirements of the partnership.
<ul style="list-style-type: none"> • To lead on Council's duty to deliver arts and cultural opportunities, maximising the effectiveness of community groups whose work contributes to creating a good quality of life for the community - Community groups include

arts, sports, health, charity, youth, elderly, migrant and others.
<ul style="list-style-type: none"> • Provide support to the implementation of Public Space Protection Orders; and conduct relevant enforcement in relation to anti-social behaviour where appropriate and necessary once orders are sealed and implemented.
<ul style="list-style-type: none"> • To have an in-depth knowledge of all statutory and relevant legislation including Counter Terrorism and Security Act 2015, Clean Neighbourhoods and Environmental Act, Anti-Social Behaviour, Policing and Crime Act 2014, Crime and Disorder Act 1998, Police and Justice Act, Anti-Social Behaviour Act etc.
<ul style="list-style-type: none"> • To support Members by providing regular reports, updates and intelligence regarding events and activities in the community so that they are aware of issues affecting their communities considering political sensitivities.
<ul style="list-style-type: none"> • To support the delivery of annual projects e.g. Training partners together, Youth conference roadshow, Dementia conference etc.
<ul style="list-style-type: none"> • To source external funding and write bids for projects and initiatives to support community safety and community engagement activities such as the Safer Streets Funding in 2024
<ul style="list-style-type: none"> • To develop and update policies and procedures for a Folkestone & Hythe district partnership approach to anti- social behaviour.`
<ul style="list-style-type: none"> • Develop and deliver community safety problem solving action plans with colleagues and partners to deal with identified issues and community concerns
<ul style="list-style-type: none"> • Identify and implement legal and other interventions including via the Enforcement team to support community safety activity in tackling prolific offending and anti- social individuals
<ul style="list-style-type: none"> • Take formal action such as issuing Fixed Penalty Notices, Warnings, Community Protection Warnings/Notices, Criminal Behaviour Orders, Closure Orders, Injunctions and prosecutions and train, support and work with the CSU Officer (s) to develop those skills where needed.
<ul style="list-style-type: none"> • Identify and apply for funding opportunities and manage them.
<ul style="list-style-type: none"> • Identify gaps in provision in order to develop new initiatives that pro-actively tackle the community safety agenda locally using the enforcement team and remitted powers.
<ul style="list-style-type: none"> • Work with linked departments such as Licensing, Environmental Protection and Enforcement, to deliver key safety interventions and operations.

<ul style="list-style-type: none"> • Assist managerial processes where appropriate in the strategic development of work and the management of applicable budgets
<ul style="list-style-type: none"> • Advise the community and partners of any relevant legislative or policy developments that support the implementation of community safety and enforcement action plans.
<ul style="list-style-type: none"> • Support and raise the community safety agenda and build community resilience with all community partners and groups.
<ul style="list-style-type: none"> • Ensure that partnership targets and priorities are monitored and reported to forums as may be appropriate.
<ul style="list-style-type: none"> • To develop strong partnership working with external agencies including Kent Police, Kent County Council, Immigration, Customs and Excise, Gang-masters and Labour Abuse Authority, Job Centre Plus, Kent Public Health, Armed Forces, Kent Early Help, East Kent College, Local Schools, Creative Foundation, Roger de Haan Trust, and voluntary, charity and faith sector organisations, plus cross border international projects and relationships.
<ul style="list-style-type: none"> • To deal with key areas of strategy and policy making including Health Inequalities action plan, Community Safety Partnership plan and other initiatives e.g. improving drive on enforcement working across council teams.
<ul style="list-style-type: none"> • To monitor, improve and maintain an anti-social behaviour case management system using Council ICT system ensuring officer's actions and activities are captured here also.
<ul style="list-style-type: none"> • Take responsibility for the creation, implementation and management of thematic groups on community safety matters.
<ul style="list-style-type: none"> • To assist with events management activity.

CORPORATE RESPONSIBILITIES

<ul style="list-style-type: none"> • Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
<ul style="list-style-type: none"> • To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
<ul style="list-style-type: none"> • To actively demonstrate the values and behaviours of the council.
<ul style="list-style-type: none"> • To ensure our customers are valued by taking into account their views and needs in all that we do.

<ul style="list-style-type: none">• To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
<ul style="list-style-type: none">• To communicate openly and honestly with colleagues, members and customers.
<ul style="list-style-type: none">• To undergo any training necessary to be able to fulfil the requirements of the job.
<ul style="list-style-type: none">• To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

Folkestone & Hythe District Council Person Specification

Post Title: Senior Community Safety Specialist

Important Information for Applicants:				
The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.				
Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential <ul style="list-style-type: none"> A – C Maths and English GCSE, Level 2 literacy and numeracy (or equivalents) or recent and relevant experience that demonstrates proficiency in English and Maths Relevant degree (or equivalent level qualification), or recent and relevant experience that demonstrates data analysis and report writing proficiency 	✓	✓	
	Desirable <ul style="list-style-type: none"> Relevant professional qualification Managerial qualification or equivalent experience 	✓	✓	
Experience and Knowledge	Essential <ul style="list-style-type: none"> To have an in-depth knowledge of all statutory and relevant legislation including Counter Terrorism and Security Act 2015, Clean Neighbourhoods and Environmental Act, Anti-Social Behaviour, Policing and Crime Act 2014, Crime and Disorder Act 1998, Police and Justice Act, Anti-Social Behaviour Act etc. 	✓	✓	✓
	<ul style="list-style-type: none"> Demonstrable knowledge and understanding of the workings of local government and operating in a political environment. 	✓	✓	
	<ul style="list-style-type: none"> Experience of partnership working. 	✓	✓	✓
	<ul style="list-style-type: none"> A sound knowledge of commissioning and delivering services and activities. 	✓	✓	✓
	<ul style="list-style-type: none"> Demonstrable experience of working with community groups to identify local priorities and enabling them to deal with community concerns. 	✓	✓	
	<ul style="list-style-type: none"> Experience of working with the community, voluntary or faith sector. 	✓	✓	
	<ul style="list-style-type: none"> Enforcement knowledge or experience 	✓	✓	

